

<b>MONTH</b>	<b>DISCOUNT COMPLIANCE QUESTIONS</b> (RM = RM Fund) (WC = RM WC)	<b>SCHEDULES FOR PORTIONS OF QUARTERLY LOSS CONTROL COMMITTEE MEETING AGENDAS SPECIFIC TO QUALIFYING FOR THE RMF AND RMWCP DISCOUNTS</b>
<b>June</b>	RM # 1 RM # 3a and 3b (Partial )  WC # 1  RM # 1 RM # 1-2 and WC # 7- 9  WC # 6 RM # 8 WC #10 RM # 4	<p><b><u>Old Business:</u></b></p> <ol style="list-style-type: none"> <li>1. Review most recent Risk Quick Tips.</li> <li>2. Report and explain in Minutes if the Harassment, Hostile Work Environment; Workplace Threats and Violence; Substance Abuse; and Acceptable Internet/E-mail Use in the Workplace policies were reviewed for adequacy and compliance; explanation/confirmation of how and when training by all employees was completed and documented.</li> <li>3. Report and explain compliance with WC # 1.</li> </ol> <p><b><u>New Business:</u></b></p> <ol style="list-style-type: none"> <li>1. Report in Minutes that Committee reviewed Section 4 of the RM Manual.</li> <li>2. Discuss Application questions RM #1-2 and WC #7-9. <ul style="list-style-type: none"> <li>➤ Report in Minutes if and how in compliance or report what items need to be addressed.</li> <li>➤ Assign duties to bring LCC into compliance with RM #1-2 and WC #7-9.</li> </ul> </li> <li>3. Assign duties to determine if employees have been informed of the DMP and provided an opportunity to select an alternate DMP.</li> <li>4. Discuss entity's procedures addressing NDCC 12-60-24 and OMB's Policy 112 regarding Employee Criminal History Background Checks.</li> <li>5. Discuss entity's ergonomic action plan that meets FY 2007 established criteria.</li> <li>6. Conduct Executive Session to review incidents/accidents, claims/lawsuits.</li> </ol>
<b>September</b>	RM # 1 RM # 1, 2 and WC # 7-9  WC # 6 RM # 8 WC #10  RM # 5, 5a and WC # 3  RM # 5b  RM # 7  RM # 6 RM # 4	<p><b><u>Old Business:</u></b></p> <ol style="list-style-type: none"> <li>1. Review most recent Risk Quick Tips.</li> <li>2. If LCC could not document in June Minutes that entity was in compliance with Application questions RM #1-2 and WC #7-9, discuss and document how the discrepancies have been addressed.</li> <li>3. Report in Minutes that the Designated Medical Provider (DMP) program was properly communicated.</li> <li>4. Report and explain in Minutes if in compliance with NDCC 12-60-24 and OMB's Policy 112 regarding Employee Criminal History Background Checks.</li> <li>5. Report/describe entity's development of its ergonomic action plan that meets FY 2007 established criteria.</li> </ol> <p><b><u>New Business:</u></b></p> <ol style="list-style-type: none"> <li>1. Assign duties to conduct inspections of all facilities and development of plans for corrective actions required. Attach sample/form inspection checklist to next meeting's Minutes.</li> <li>2. Discuss entity's procedure for training and inspection on use of flammables, microwaves, refrigerators, small appliances, heaters, etc. in the workplace. <ul style="list-style-type: none"> <li>➤ Assign duty to review policy and inspection checklist for adequacy and compliance.</li> </ul> </li> <li>3. Discuss entity's procedure on management of contractual risk. <ul style="list-style-type: none"> <li>➤ Assign duty to obtain appropriate review and report back to LCC on compliance with Section 5 of the Risk Management Manual, NDCC 54-44.4, NDAC Article 4-12, and NDCC 32-12.2-17.</li> </ul> </li> <li>4. Assign duty to obtain appropriate review and report back to LCC on adequacy and compliance of the entity's COOP and Records Retention Schedule.</li> <li>5. Conduct Executive Session to review incidents/accidents, claims/lawsuits.</li> </ol>

<p><b>December</b></p>	<p>RM # 1 RM # 5, 5a and WC # 3</p> <p>RM # 5b</p> <p>RM # 6</p> <p>RM # 7</p> <p>WC # 2, 4, and 5</p> <p>RM # 3a and 3b (partial)</p> <p>Discount Plus</p> <p>RM # 4</p>	<p><b><u>Old Business:</u></b></p> <ol style="list-style-type: none"> <li>1. Review most recent Risk Quick Tips.</li> <li>2. Report and explain in Minutes review of completed inspection reports (including when/where) and plan(s) for corrective action(s) to address identified deficiencies.</li> <li>3. Report and explain in Minutes adequacy/implementation of policy on use of flammables, microwaves, refrigerators, small appliances, heaters, etc. in the workplace, completion of inspections, and plan for corrective action.</li> <li>4. Report and explain in Minutes on review and compliance of COOP and Records Retention Schedule.</li> <li>5. Report and explain in Minutes review and compliance with Sec. 5 of RM Manual, NDCC 54-44.4, NDAC Article 4-12, and NDCC 32-12.2-17.</li> </ol> <p><b><u>New Business:</u></b></p> <ol style="list-style-type: none"> <li>1. Assign duties to determine if documentation is on file of (a) safety guidelines have been developed, (b) entity's essential job functions for each job category, and (c) all employees have been trained on the entity's general safety rules, safe operating procedures, ergonomics, and claims management principles.</li> <li>2. Discuss entity's procedure to train entity employees on Fire, Natural Disaster, Severe Weather, and Bomb Threat policies, how they are communicated to employees annually and at the time of hire, how the process is monitored for compliance, and how the process is documented. <ul style="list-style-type: none"> <li>➤ Assign duty to review policies for adequacy and compliance.</li> <li>➤ Schedule training/drills or assign duty to confirm and document procedure for employee training/communication on these policies. Attach documentation to the next meeting's Minutes.</li> </ul> </li> <li>3. Discuss entity's procedure to ensure that at least 50% of employees complete the on-line training <i>Defensive Driving Small Vehicles</i>.</li> <li>4. Conduct Executive Session to review incidents/accidents, claims/lawsuits.</li> </ol>
<p><b>March</b></p>	<p>RM # 1 RM # 3</p> <p>WC # 2, 4, and 5</p> <p>Discount Plus</p> <p>Bonus 2% RM and WC</p> <p>RM # 1</p> <p>RM # 3a and # 3b (partial)</p> <p>RM # 1 WC # 1</p> <p>RM # 4</p>	<p><b><u>Old Business:</u></b></p> <ol style="list-style-type: none"> <li>1. Review most recent Risk Quick Tips.</li> <li>2. Report and explain in Minutes if Fire, Natural Disaster, Severe Weather, and Bomb Threat policies were found to be customized, adequate and in compliance, explain how and when training was completed.</li> <li>3. Report in Minutes adequacy and documentation of (a) development of safety guidelines, (b) entity's essential job functions for each job category, and (c) training of all employees on the entity's general safety rules, safe operating procedures, ergonomics, and claims management principles..</li> <li>4. Report and explain in Minutes if and how at least 50% of entity's employees completed the on-line training <i>Defensive Driving Small Vehicles</i>.</li> </ol> <p><b><u>New Business:</u></b></p> <ol style="list-style-type: none"> <li>1. If applicable, report in Minutes the name(s) of committee member(s) who will be attending the Risk Management Seminar.</li> <li>2. Complete RMF Contribution Discount Program Application.</li> <li>3. Complete RMWCP Discount Application.</li> <li>4. If Minutes of the meetings have not been forwarded to RM, submit them along with the Applications for the discounts and any other required documentation.</li> <li>5. Discuss entity's procedure to train entity employees on Harassment, Hostile Work Environment; Workplace Threats and Violence; Substance Abuse; and Acceptable Internet/E-mail Use in the Workplace, how they are communicated to employees annually and at the time of hire, how the process is monitored for compliance, and how the process is documented. <ul style="list-style-type: none"> <li>➤ Assign duty to review policies for adequacy and compliance.</li> <li>➤ Assign duty to confirm and document procedure for employee training/communication on these policies. Attach documentation to the next meeting's Minutes.</li> </ul> </li> <li>6. Assign to all LCC members to review Sec. 4 of RM Manual prior to next meeting.</li> <li>7. Assign duty to review entity's Safety Policy and ensure that a) signed by top management, b) it identifies responsibilities of management and employees for ensuring a safe workplace, and c) it is reviewed with all employees annually.</li> <li>8. Conduct Executive Session to review incidents/accidents, claims/lawsuits.</li> </ol>